

Dakota Collections Care Initiative

A Collaborative Project between North Dakota and South Dakota

Disaster Preparedness and Response Planning Workshop Agenda

TWO-DAY PLANNING WORKSHOP (April-May 2013)

Day One

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|-----------|---|
| 8:30 a.m. | Registration/Networking |
| 9:00 a.m. | Introduction to Disaster Preparedness and Response Planning: Emergency Planning, Personnel Safety, Board Governance, Insurance & Building Risks |
| Noon | Lunch on Your Own |
| 1:00 p.m. | What to Include in Your Institution's Plan |
| 3:30 p.m. | Forming Mutual Aid Networks |
| 4:15 p.m. | Consultation Time with Conservator |
| 5:00 p.m. | Close Session |

Day Two

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|------------|---|
| 8:00 a.m. | Registration/Networking |
| 8:30 a.m. | Whole Community Engagement: Coordination, Response/Recovery & Salvage |
| 9:00 a.m. | Emergency Manager, Fire Chief & Law Enforcement Presentations (as available) |
| 10:15 a.m. | Hazard Mitigation Planning |
| 10:35 a.m. | Roundtable Discussion on Working Together and Partnering with Emergency Management |
| 11:00 a.m. | Review of What to Include in Your Institution's Plan |
| Noon | Lunch on Your Own |
| 1:00 p.m. | Care of Collections Before, During & After an Emergency: Special Collections, Documentation, Response Supplies & Recovery & Salvage |
| 4:30 p.m. | Next Steps and Q&A |
| 5:00 p.m. | Close Workshop |

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HANDS-ON DISASTER PREPAREDNESS & RESPONSE DRILL (August 2013)

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|------------|---|
| 8:00 a.m. | Registration/Networking |
| 8:30 a.m. | Short Disaster Scenarios: Demonstration of Recovery & Salvage Procedures |
| 10:00 a.m. | Disaster Drills: Full Group Participation with Conservator, Participants & Emergency Managers/First Responders <ul style="list-style-type: none">▪ Assessments/Triage/Begin Recovery▪ Document/Response/Recovery/Salvage |
| Noon | Lunch on Your Own |
| 12:30 p.m. | Disaster Drills Continue |
| 3:30 p.m. | Complete Documentation, Report & Debriefing |
| 4:30 p.m. | Evaluation and Conservator Meetings with Individual Institutions about Plans |
| 5:00 p.m. | Close Workshop |

This schedule is subject to modification depending on the arrangements at each host site.

REGISTER ONLINE

You are encouraged to bring as many people from your institution as possible to all three workshop days and are welcome to attend whichever workshops best fit your schedule. You must register for the two-day and one-day workshops separately. **Workshops are free, but registration is required.** Registration closes one week prior to each workshop.

<http://dcciworkshops2013.eventbrite.com/>

TRAVEL STIPENDS OFFERED

DCCI is pleased to offer 20 travel stipends per location for the 2013 workshops. Stipends of up to \$100 per person may be used for lodging and mileage reimbursement. They are available on a first-come, first-served basis and may be requested through the online registration process.